IOWA
Department of
Natural Resources

Environmental Management Systems

Training Best Practices

July 20, 2016

SOLID WASTE Environmental Management System
Committed to Continuous Improvement

GS&P
GRESHAM SMITH AND PARTNERS

Training Refresher

- Training includes a process to ensure that all responsible parties are familiar with the EMS and have the skills necessary to capably execute their roles
- For the EMS, focus training on the following areas:
  - Environmental compliance and associated requirements
  - Safety
  - Competency and/or license requirements (e.g., 40-Hour HAZWOPER or confined space entry)
  - General EMS awareness training
  - Minimizing environmental impacts, including emergency response
  - Responsibilities for objectives and targets and action plans
  - General environmental and stewardship awareness

Training Refresher

- Identify training needs, frequency, and provider
- Assign training by job description/job title/facility
- Implement training with considerations of:
  - Knowledge level
  - Staff availability
  - Language
  - Frequency
- Track training and retain training records
  - Problems arise in tracking who didn't attend training

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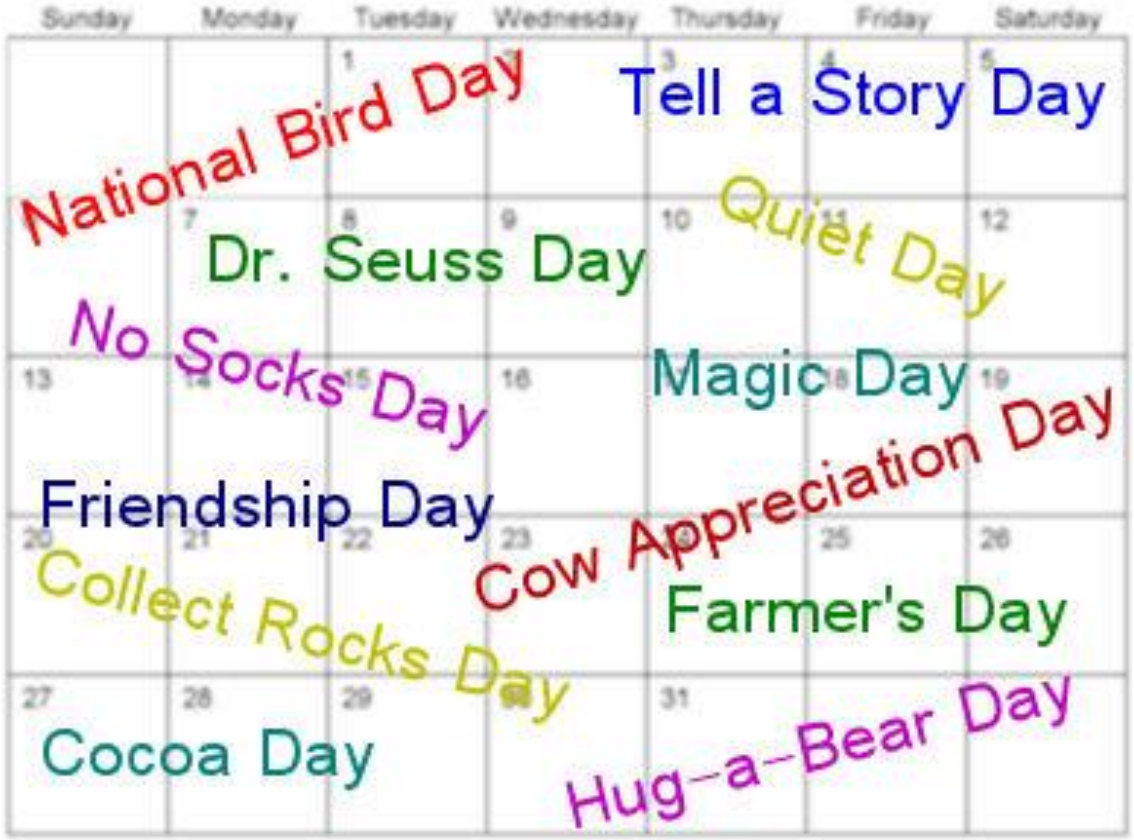
Training Best Practices

GS&P GRESHAM SMITH AND PARTNERS

Training Best Practices

"Hit two targets with one stone"

Training Best Practices



Routine

Training Best Practices

2030

JANUARY						
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JULY						
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SEPTEMBER						
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NOVEMBER						
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DECEMBER						
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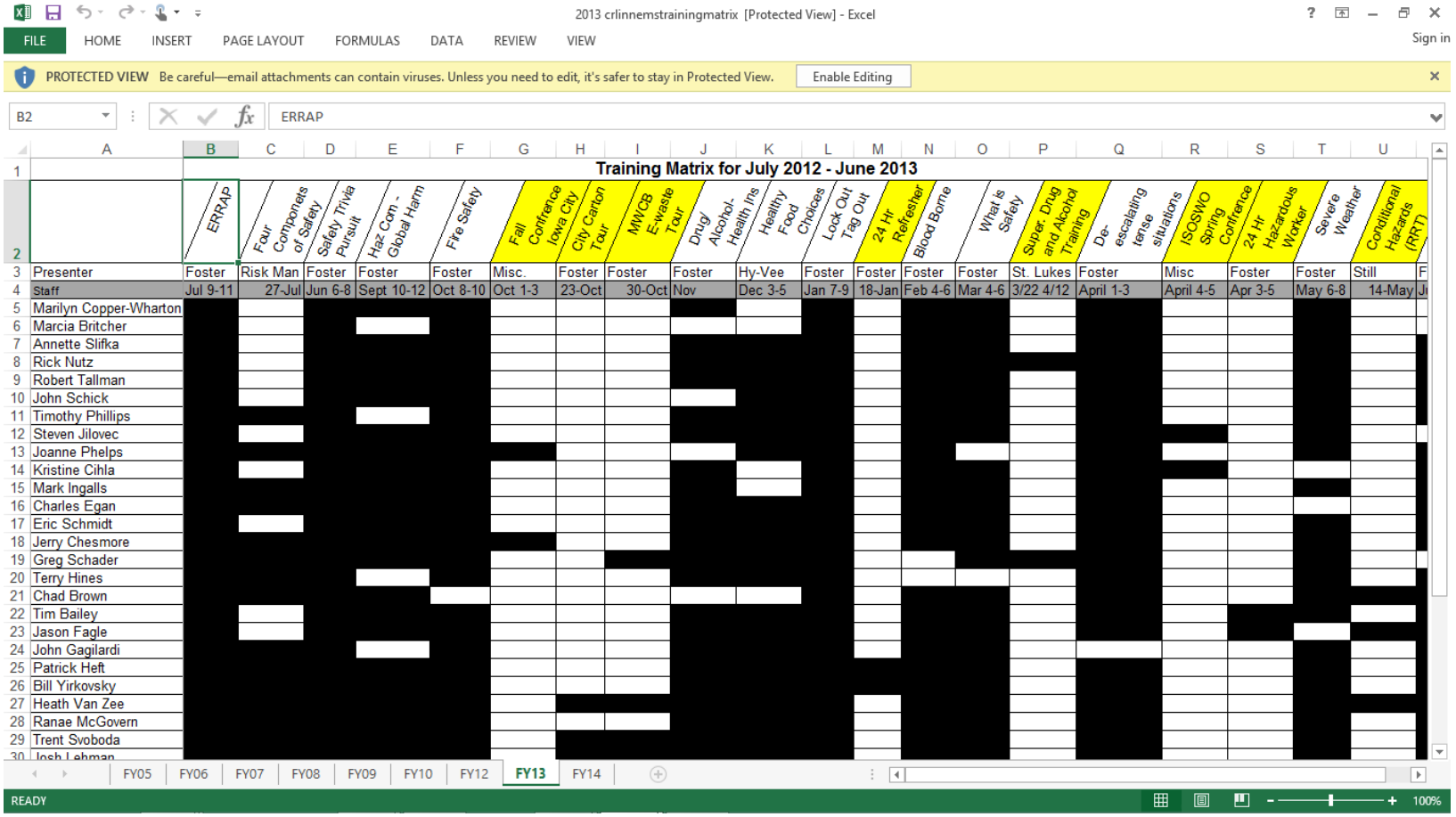
IMPORTANT DATES

APPOINTMENTS

free-printable-calendars.com

Schedule in Advance

Training Best Practices



2013 crlinnemstrainingmatrix [Protected View] - Excel

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PROTECTED VIEW Be careful—email attachments can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

B2 ERRAP

Training Matrix for July 2012 - June 2013

	Presenter	ERRAP	Four Components of Safety	Safety Trivia Pursuit	Haz Com - Global Harm	Fire Safety	Fall Confrence Iowa City	City Carton Tour	MWCB E-waste Tour	Drug/ Alcohol- Health ins	Healthy Food Choices	Lock Out Tag Out	24 Hr Refresher	Blood Borne	What is Safety	Super. Drug and Alcohol Training	De-escalating tense situations	ISOSWO Spring Confrence	24 Hr Hazardous Worker	Severe Weather	Conditional Hazards (RRT)
3	Presenter	Foster	Risk Man	Foster	Foster	Foster	Misc.	Foster	Foster	Foster	Hy-Vee	Foster	Foster	Foster	Foster	St. Lukes	Foster	Misc	Foster	Foster	Still
4	Staff	Jul 9-11	27-Jul	Jun 6-8	Sept 10-12	Oct 8-10	Oct 1-3	23-Oct	30-Oct	Nov	Dec 3-5	Jan 7-9	18-Jan	Feb 4-6	Mar 4-6	3/22 4/12	April 1-3	April 4-5	Apr 3-5	May 6-8	14-May
5	Marilyn Copper-Wharton																				
6	Marcia Britcher																				
7	Annette Slifka																				
8	Rick Nutz																				
9	Robert Tallman																				
10	John Schick																				
11	Timothy Phillips																				
12	Steven Jilovec																				
13	Joanne Phelps																				
14	Kristine Cihla																				
15	Mark Ingalls																				
16	Charles Egan																				
17	Eric Schmidt																				
18	Jerry Chesmore																				
19	Greg Schader																				
20	Terry Hines																				
21	Chad Brown																				
22	Tim Bailey																				
23	Jason Fagle																				
24	John Gagilardi																				
25	Patrick Heft																				
26	Bill Yirkovsky																				
27	Heath Van Zee																				
28	Ranae McGovern																				
29	Trent Svoboda																				
30	Josh Lehman																				

FY05 FY06 FY07 FY08 FY09 FY10 FY12 FY13 FY14

READY 100%

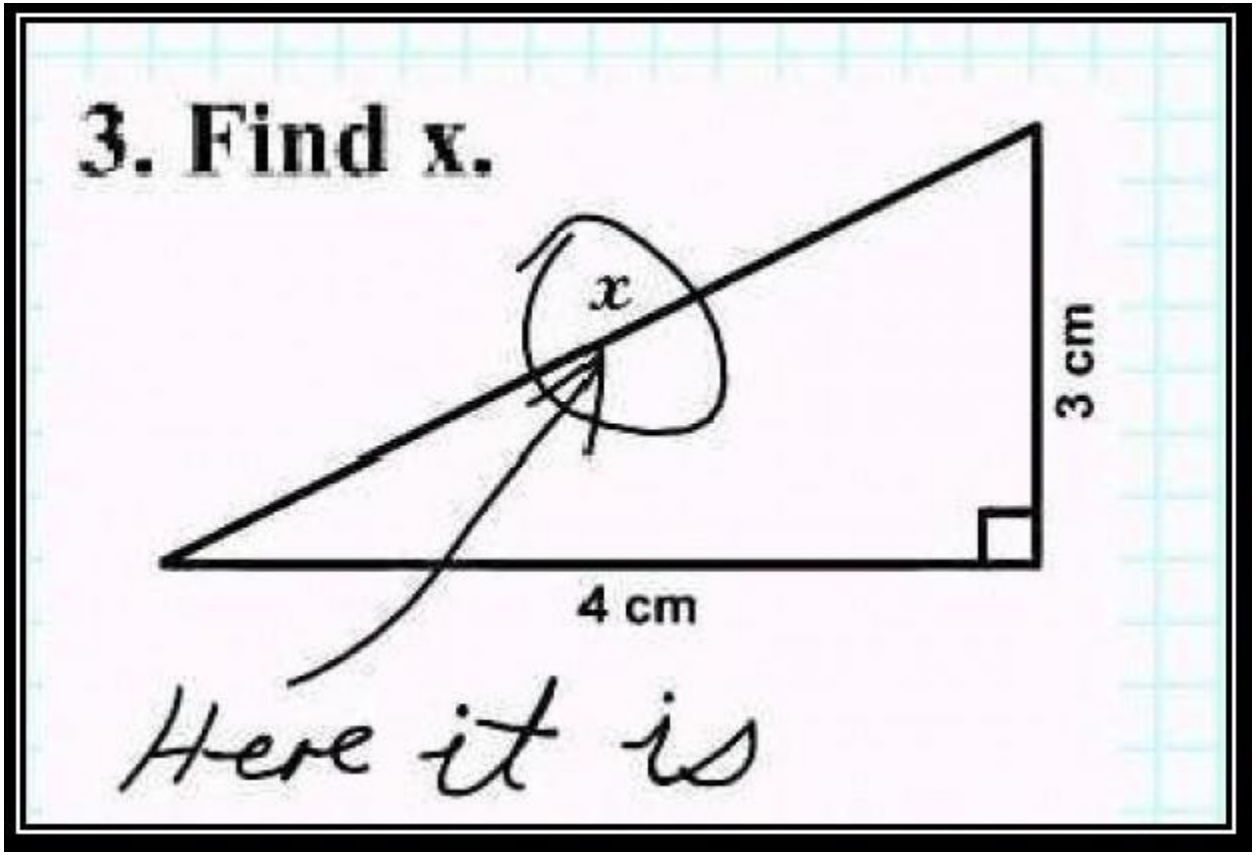
Training Best Practices

Time for Some Trivia!!

What well-known American stand-up comedian and actor released the hit single song "Party All the Time" that reached No. 2 on the Billboard Hot 100 in 1985?

Add Some Entertainment

Training Best Practices

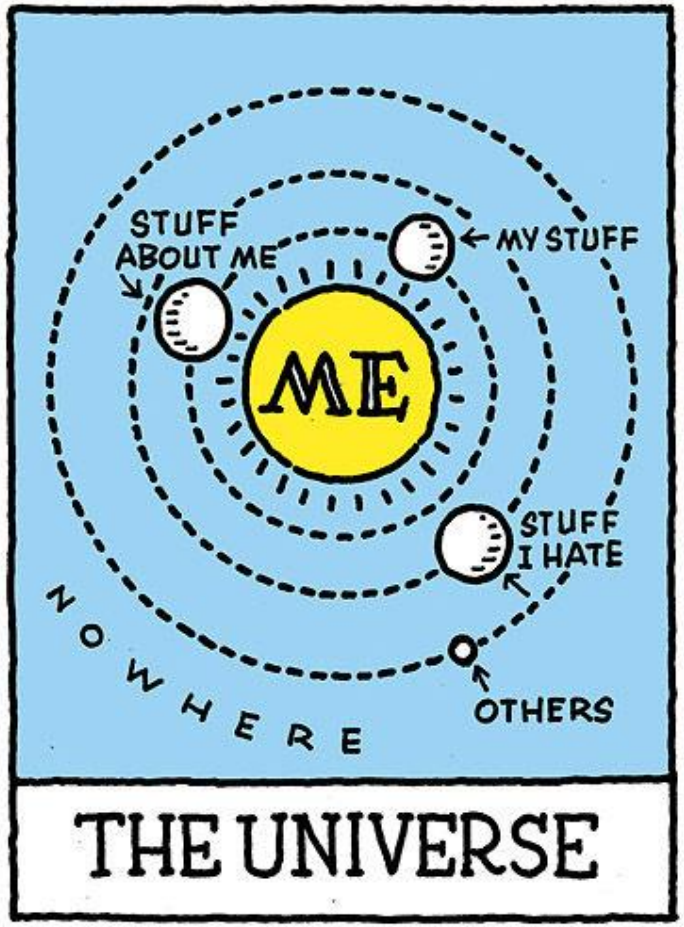


K.I.S.S.

Training Best Practices

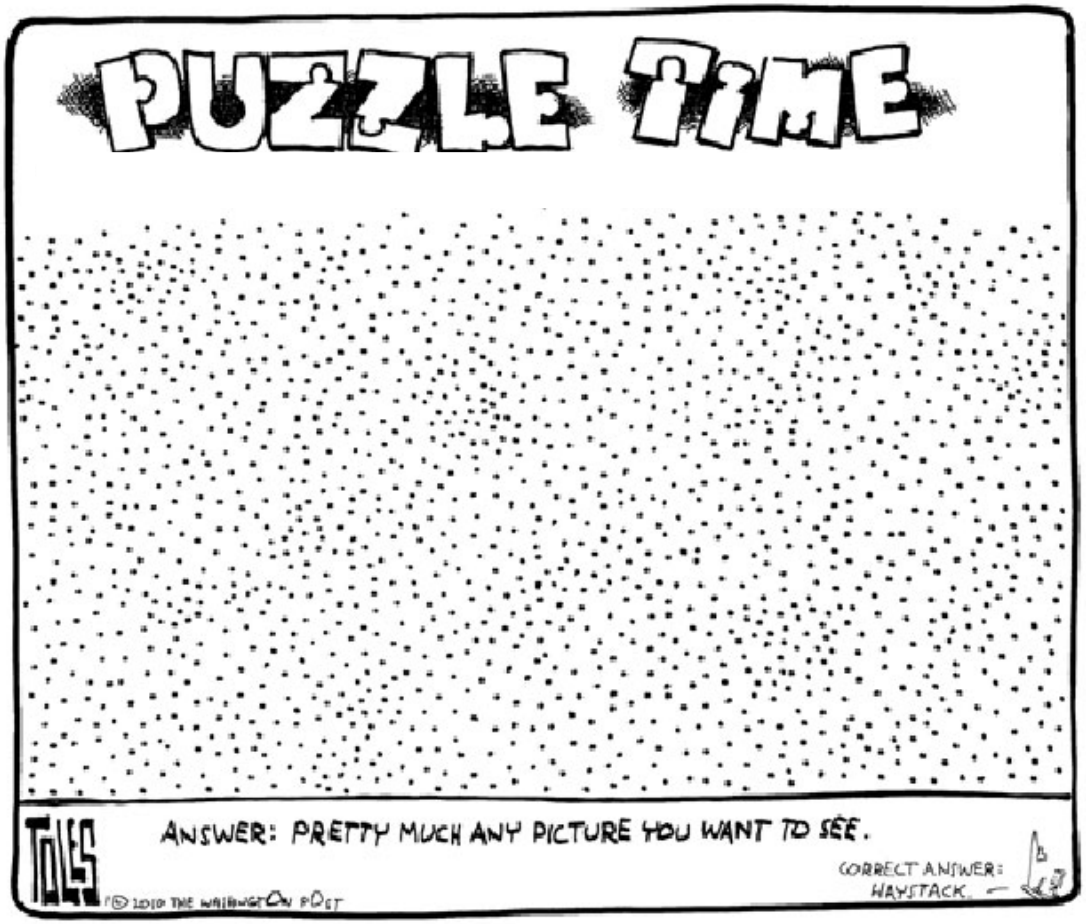
Don’t forget the “why?”

Training Best Practices



Don’t forget the “what’s in it for me?”

Training Best Practices



"Connect the dots"

Training Best Practices

Time Management

Training Best Practices Summary

- “Hit two targets with one stone”
- Routine
- Schedule in advance
- Add some entertainment
- K.I.S.S.
- Don’t forget the “why?”
- Don’t forget the “what’s in it for me?”
- “Connect the dots”
- Time management

Q&A / Idea Sharing